

# **Guide to workbook changes**



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## **1 Introduction**

As referenced in our [updates to our 2025 supervisory risk data collection \(jerseyfsc.org\)](https://jerseyfsc.org) guidance, there are no new questions for the 2025 supervisory risk data collection, however there have been some minor changes to existing questions and workbook format. These are set out in table 1 and 2 of this document.

Additionally, we have improved the data validation messaging so that it sets out the workbook question, as well as the cell reference within the automated submission confirmation email.

It should also be noted that data on designated non-financial businesses and professions (**DNFBP**) group structures will not be requested this year.



2 Table 1 – amended questions

Workbook	Question number	Question	Rationale
Trust company business (TCB)	TA12	<p><b>Previously:</b></p> <p>Number that carry out any activity included in Part 2 of Schedule 2 of the Proceeds of Crime (Jersey) Law 1999 and which do not have an established place of business in Jersey.</p> <p>(a) acceptance of deposits and other repayable funds from the public</p> <p>(b) lending [...]</p> <p>(c) financial leasing</p> <p>(e) issuing and administering means of payment [...]</p> <p>(f) guarantees and commitments</p> <p>(g) trading for the account of third parties [...]</p> <p>(h) participation in securities issues [...]</p> <p>(i) advice to undertakings on capital structure [...]</p> <p>(j) money broking</p> <p>(k) portfolio management and advice</p> <p>(l) safekeeping and administration of securities</p> <p>(m) safe custody services</p> <p>(n) otherwise investing, administering or managing funds or money on behalf of third parties</p>	<p>Following the recast of Schedule 2 in 2023, this question was amended but did not include all the activities listed in Part 2 of Schedule.</p> <p>The question has been amended to reflect all the activities as listed in Part 2 of Schedule 2.</p>

Workbook	Question number	Question	Rationale
		<p><b>Amended question:</b></p> <p>Number that carry out any activity included in Part 2 of Schedule 2 of the Proceeds of Crime (Jersey) Law 1999 and which do not have an established place of business in Jersey</p> <ul style="list-style-type: none"> <li>(a) Acceptance of deposits and other repayable funds from the public</li> <li>(b) Lending</li> <li>(c) Financial leasing</li> <li>(d) Money or value transfer services</li> <li>(e) Means of payment</li> <li>(f) Financial guarantees and commitments</li> <li>(g) Trading</li> <li>(h) Participation in securities and issues (and the provision of services related to such issues)</li> <li>(i) Fund and security services activities</li> <li>(j) Advice on capital structure, industrial strategy etc.</li> <li>(k) Portfolio management</li> <li>(l) Safekeeping and administration</li> <li>(m) Safe custody services</li> <li>(n) Investing, administering or managing funds or money</li> <li>(o) Underwriting and placement of life assurance and insurance</li> <li>(p) Money and currency</li> <li>(q) Money broking</li> </ul>	

Workbook	Question number	Question	Rationale
TCB	TA22	<p><b>Previously:</b></p> <p>Number that are regulated/supervised for AML/CFT purposes or carrying on activities in parts 1 to 5 of Table 1 of the Sound Business Practice Policy.</p> <p><b>Amended question:</b></p> <p>Number that are regulated/supervised for AML/CFT purposes.</p>	<p>The Sound Business Policy was amended on 1 November 2025 and no longer includes the regulated business activities previously listed in parts 1 to 5 of Table 1.</p> <p>This change does not affect the intent of the question which looks to capture the number of customers that are regulated or supervised for anti-money laundering and countering the financing of terrorism (AML/CFT) purposes.</p>
Accountants	BB15	<p><b>Previously:</b></p> <p>Number of clients that carry out any activity listed in Table 2 of the <a href="#">Sound Business Practice Policy</a></p> <p>(a) Activity 1 (b) Activity 2 (c) Activity 3 (d) Activity 4 (e) Activity 5 (f) Activity 6 (g) Activity 7 (h) Activity 8 (i) Activity 9</p>	<p>The Sound Business Practice Policy was amended on 1 November 2025 to be relabelled the Sound Business Policy. The revised policy now sets out only 5 sensitive or reputational risks.</p>
Casinos	DB19		
Deposit-takers	J15(c)		
Estate agents	CB18		
Fund Services Business (FSB)	W1(f)		

Workbook	Question number	Question	Rationale
Investment business	OA17(a), (b) and (c), OB17(a) and (b) OC17(a) and (b) OD17	<p>(j) Activity 10 (k) Activity 11</p> <p><b>Amended question:</b> Number of clients that carry out any activity listed the <a href="#">Sound Business Policy</a></p> <p>(a) Activity 1 (b) Activity 2 (c) Activity 3 (d) Activity 4 (e) Activity 5</p>	
Insurance business	INSB16		
Lawyers	AB16		
Lenders	EB15		
Money Services Business (MSB)	GB22		
Virtual asset service providers (VASPs)	VCB19		

Workbook	Question number	Question	Rationale
Footprint	C13	<p><b>Previously:</b></p> <p>Do you maintain a watchlist of customers/associated parties/vessels/aircraft/entities/persons identified as potentially related to the prevention, suppression and disruption of proliferation of weapons of mass destruction and its financing?</p> <p><b>Amended question:</b></p> <p>Do you maintain a watchlist of customers/associated parties/vessels/aircraft/entities/persons identified as potentially related to the proliferation of weapons of mass destruction and its financing?</p>	<p>The question previously implied, incorrectly, that the watchlist relates to involvement in anti-proliferation financing.</p> <p>To clarify the intent, the terms 'prevention, suppression and disruption' have been removed, ensuring the focus is on potential proliferation financing rather than anti-proliferation activities.</p>
TCB Regulated non-profit organisation (NPO)	F4, F5, F6 and F7	<p><b>Previously:</b></p> <p>F4 Countries in which funds have been raised during the reporting period</p> <p>F5 Countries in which funds have been disbursed during the reporting period</p> <p>F6 Total amount of funds raised during the reporting period, by country, for the top ten countries by amount</p> <p>F6 Total amount of funds disbursed during the reporting period, by country, for the top ten countries by amount</p> <p><b>All 4 questions have been deleted.</b></p>	<p>Tab 'FA-Regulated NPO Country List' has been removed.</p> <p>Now that the workbook only collects data on Prescribed NPOs, this data will be collected in tabs 'H. 19 Country Data' [raised funds] and 'I. 20 Country Data' [disbursed funds].</p>



### 3 Table 2 – workbook format

Workbook	Change
All workbooks	<p>The top rows of the worksheets have been locked so that the headings relevant to the answer boxes within the sheets are visible when answering questions lower down within the sheet.</p> <p>The 'country list' worksheet now includes the option to filter columns so that reporting entities can see which cells have been answered and more easily search for countries.</p>
All workbooks (except collective investment funds, Jersey Private Funds and unregulated funds)	<p>When an answer box has been populated, the colour of the box will change from orange. This will help reporting entities quickly identify which questions within the sheet have been answered.</p>
Footprint	<p>The mandatory questions, that are applicable to all reporting entities, have been made more prominent with the addition of red text alongside the relevant answer boxes.</p>
Anti-money laundering services provider	<p>The worksheet requesting data on DNFBP groups has been removed.</p>

Workbook	Change
Legal Persons and Arrangements (LPA) Jersey Companies	<p>The list of activities in questions JCB1a and JCC1a have been extended to include 'holding cash' and 'acting as a General Partner'. This is to align with the list of activities contained in the LPA Non-Jersey Companies workbook.</p> <p>New tab 'JCG Comments' has been added to the workbook to allow entities to provide additional information about their answers.</p>
LPA non-Jersey companies	<p>For ease of reference, the most frequently used countries have been added to the top of the 'country list' sheet.</p> <p>New tab 'JFC. Comments' has been added to the workbook to allow entities to provide additional information about their answers.</p>
LPA trusts	<p>For ease of reference, the most frequently used countries have been added to the start of the list of countries on 'distributions' sheets.</p> <p>The list of activities in questions JTC3 has been extended to include 'holding real estate' and 'holding digital assets'. This is to align with the asset types listed in JTC2.</p> <p>New tab 'JTG. Comments' has been added to the workbook to allow entities to provide additional information about their answers.</p>